



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, September 8, 2021**

**9:00 AM**

**FrontLines Headquarters**

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**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also present were UTA staff and interested community members.

**1. Call to Order and Opening Remarks**

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:00 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Sheldon Shaw, UTA Safety & Security Director, provided a brief safety message.

**4. Public Comment**

Chair Christensen invited members of the public to comment during the live portion of the meeting; however, no live public comment was given. It was noted that online public comment received was distributed to the board for review in advance of the meeting and is included in Appendix A to these minutes.

**5. Consent**

**a. Approval of August 25, 2021 Board Meeting Minutes**

**b. Complimentary Service Approval: Brigham City Peach Days**

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

**6. Reports**

**a. Agency Report**

- West Valley City Community Partnership
- Adopt-a-Stop Program
- September Mobile Pop-Up Vaccine Clinics
- Extension of Free Fares for Vaccinations
- Free Fare Days Update

**West Valley City Community Partnership**

Mary DeLoretto, Interim Executive Director, indicated the UTA's was notified its services are no longer needed for the September community event in West Valley City.

**Adopt-a-Stop Program**

Ms. DeLoretto was joined by Megan Waters, UTA Community Engagement Manager. Ms. Waters spoke about a pilot program to adopt bus stops and add artwork to them as a deterrent to vandalism. There are currently three participants in the pilot. Bus stop adopters commit to perform basic maintenance and litter removal. In return, they are given direct access to UTA's maintenance team. The pilot so far has been successful and agency plans to grow the program by cross-referencing stops with shelters with local businesses and institutions to identify potential partners.

Discussion ensued. Questions on art selection guidelines and statistics on art installations decreasing the incidence of vandalism were posed by the board and answered by Ms. Waters.

**September Mobile Pop-Up Vaccine Clinics**

Ms. Waters reported UTA is coordinating with the state health department to identify potential locations for pop-up vaccine clinics. The clinics would afford opportunities for members of the public and UTA employees to receive COVID 19 vaccines. The current target date to hold the clinics is the end of September 2021.

Discussion ensued. Questions on employee and community communication efforts as well as the number of planned clinics were posed by the board and answered by staff.

**Extension of Free Fares for Vaccinations**

Ms. DeLoretto said staff would like to extend the free fares for COVID 19 vaccinations promotion through the end of December 2021. The board informally agreed to an extension.

**Free Fare Days Update**

Ms. DeLoretto indicated the first "free fare for clean air" days took place in August 2021. The effort is supported by a partnership among the Division of Air Quality (DAQ), UCAIR, and Heal Utah. Free fare days are selected based on air pollution forecasts and fares on designated days are subsidized through legislation passed during the 2019 legislative session. Ms DeLoretto said that while UTA is still analyzing the ridership data, the preliminary results show increases on bus, paratransit, and FrontRunner, with TRAX remaining static. She noted participant polling revealed opportunities to improve advertising efforts in the future.

**b. Financial Report - July 2021**

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis; David Hancock, UTA Acting Chief Service

Development Officer; and Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and provided some project highlights. (Mr. Hofer also noted an error on the slide titled "Program Summary." The overall capital program is 38%, not 48%, under budget.)

Discussion ensued. Questions on the accuracy of budgeting corporate fare passes, obstacles to completing small projects, older buses still in service, anticipated bus delivery dates, meeting completion timelines for state of good repair projects, and preferred crossing construction methods were posed by the board and answered by staff.

## **7. Resolutions**

### **a. R2021-09-01 - Resolution Authorizing the Financing of Transit Vehicles through Equipment Lease-Purchase Agreements, and Related Matters**

Mr. Greene was joined by Emily Diaz, UTA Financial Services Administrator. Ms. Diaz summarized the resolution, which authorizes the executive director to execute lease-purchase agreements for 27 MCI buses (from a 2020 carryover), 23 buses, 30 paratransit vehicles, and 58 vanpool vans. Additionally, the resolution specifies related parameters as follows:

- Maximum reimbursement authorization up to \$45,000,000
- Maximum interest rate of 2.5% per annum
- Maximum lease term of 14 years

Discussion ensued. Questions on interest rate determination and effect of delays on model years were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this Resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

## **8. Contracts, Disbursements and Grants**

### **a. Contract: 3300 South Bus Stop Design (WSP USA, Inc.)**

David Hancock, UTA Acting Chief Service Development Officer, was joined by Brandon Heath, UTA Civil Engineer III. Mr. Heath asked the board to approve a contract in the amount of \$427,953 with WSP USA, Inc. for the design of 36 bus stops along 3300 South.

Discussion ensued. Questions on concurrent road improvements and transit signal

prioritization were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this contract be approved. The motion carried by a unanimous vote.

**b. Change Order: Ogden/WSU Bus Rapid Transit Change Order #9 - Waterline Tie-In Installation (Stacy & Witbeck, Inc.)**

Mr. Hancock was joined by Andrea Pullos, UTA Project Manager III. Ms. Pullos requested the board approve a \$227,400 change order to the contract with Stacy & Witbeck, Inc. for a waterline tie-in required on the Ogden/Weber State University (WSU) project. The total contract value, including the change order, is \$63,470,028.

Discussion ensued. A question on budgeting for the tie-in was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved. The motion carried by a unanimous vote.

**c. Disbursement: Approval of disbursement over \$200,000 (Bruce Jones Litigation Settlement)**

David Wilkins, Assistant Attorney General, asked the board to approve the disbursement required by the judgment entered in the Bruce Jones vs. Utah Transit Authority litigation. Mr. Wilkins noted an amendment to the total value specified in the meeting memo is needed to account for an additional \$228.33 per day in interest, bringing the total disbursement amount through September 9, 2021 (the date the payment will be made) to \$3,992,683.50.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that a disbursement up to the amended amount of \$3,992,683.50 be approved. The motion carried by a unanimous vote.

**d. Pre-Procurements:**

- **Lubricants and Fluids for Vehicle Maintenance**
- **Electronic Rail Platform Sign Replacement**
- **Holiday Employee Gift Cards**

Todd Mills, UTA Director of Supply Chain, was joined by Kyle Brimley, UTA Communications & Deployment Manager. Mr. Mills indicated the agency intends to procure the goods and/or services listed on the meeting agenda.

Discussion ensued. Questions on the systems covered in the electronic rail platform sign replacement and flexibility of the sign technology were posed by the board and answered by staff.

**9. Service and Fare Approvals**

Mr. Greene was joined by Kensey Kunkel, UTA Manager - Business Development & Sales. Ms. Kunkel reviewed the approach the fares team took to negotiate the ski bus contracts with the

resorts in Big and Little Cottonwood canyons. The new agreements, which have a term of one year, transition from a pay-per-trip to a daily rate arrangement and include pricing options by rider group as well as a fare capping pilot.

Discussion ensued. Questions on potential operational changes, intentions for applying the model to resorts in other counties, plans for accommodating increased ridership, options for fare capping adjustments, and future negotiations were posed by the board and answered by staff. Trustee Holbrook requested a report on data once the ski season ends.

**a. Fare Contract: Ski Bus Agreement (Alta Ski Lifts Company)**

Ms. Kunkel requested the board approve a one-year contract with Alta Ski Lifts Company for ski bus service. The estimated contract value is \$52,000.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare contract be approved. The motion carried by a unanimous vote.

**b. Fare Contract: Ski Bus Agreement (Brighton Ski Resort)**

Ms. Kunkel requested the board approve a one-year contract with Brighton Ski Resort for ski bus service. The estimated contract value is \$95,800.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this fare contract be approved. The motion carried by a unanimous vote.

**c. Fare Contract: Ski Bus Agreement (Snowbird Ski Resort, LLC)**

Ms. Kunkel requested the board approve a one-year contract with Snowbird Ski Resort, LLC for ski bus service. The estimated contract value is \$167,800.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare contract be approved. The motion carried by a unanimous vote.

**d. Fare Contract: Ski Bus Agreement (Solitude Mountain Resort)**

Ms. Kunkel requested the board approve a one-year contract with Solitude Mountain Resort for ski bus service. The estimated contract value is \$230,700.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this fare contract be approved. The motion carried by a unanimous vote.

**10. Discussion Items**

**a. 2021-2022 UTA Insurance Coverage Update and Renewals**

Mr. Greene was joined by Dave Pitcher, UTA Claims & Insurance Manager. Mr. Pitcher provided a comprehensive update on UTA's insurance coverage and renewals, including a comparison of premiums between 2020 and 2021.

Discussion ensued. Questions on statutory requirements for public officers coverage,

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use of two companies for railroad liability, reason for static terrorism liability rate, and insurance budget status were posed by the board and answered by staff.

**11. Other Business**

- a. Next Meeting: Wednesday, September 22nd, 2021 at 9:00 a.m.

**12. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote and the meeting was adjourned at 10:37 a.m.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/700695.html> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date: 09/22/2021

DocuSigned by:  
  
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Carlton J. Christensen  
Chair, Board of Trustees

**Appendix A**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting  
September 8, 2021**

**Received on September 7, 2021 from George Chapman:**

Comments to Board for Sept 8 meeting

I would like to see the list of federal grants applied for by UTA this year. In the past, refusal to make the grants publicly available has caused the Transportation Department to put the grant applications at the bottom of the overcommitted pile of applications. The reason is one of the requirements is broad public support. Without any knowledge of the applications, there is obviously no support.

I am particularly interested in the application to fund a study and preliminary design of a potential TRAX expansion. It was prepared with SLC Transportation and SLC RDA and the University of Utah.

The last several efforts to expand TRAX (the S-Line) were refused federal help due to this issue. The request by SLC years ago to keep the applications secret by using UTA to do the application exacerbated the negative impact. I would prefer a full public engagement on the issue.